

USE TO  
ALIGN →

CLASSIFICATION

REPORT OF DISCLOSURE OR DENIAL OF US CLASSIFIED MILITARY INFORMATION															PAGE NO.	
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14. DECOMP		15. FLAGS			A	B	C	D	16. LOCAL USE							
17. SUBJECT COUNTRIES																
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a. TYPE		b. CROSS REFERENCE														
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f. DOCUMENT/EQUIPMENT NO.																
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**INSTRUCTIONS FOR COMPLETING DD FORM 1822  
OPTICAL CHARACTER RECOGNITION (OCR) READABLE**

- A.** Please make no marks on this side of the form.
- B.** Do not staple, fold or mutilate this form in any way.
- C.** If the information to be typed on the form is classified, stamp the appropriate security classification at the top and bottom of the form and fill in "Classified By" at the bottom right of the form. Type all other entries using OCR A or B type fonts, 10 pitch only.
- D.** Place paper guide on your typewriter on "0". Paper guide indicator arrow should be on the left edge. Type in alignment blocks on the top left and right to test for correct pitch and form straightness.
- E.** Do not adjust the form once you have completed alignment and begun typing even if alignment appears off.
- F.** Set tabs at 11, 26, 40, 51, 66 and 75.
- G.** Complete the form by following the instructions outlined below and in DoD 5230.18M, Foreign Disclosure and Technical Information (FORDTIS) Manual, Part 1, Input Procedures for U.S. Classified Military Information.
- 1. Short Title** - Enter up to 58 characters of text that identifies the case.
  - 2. Clas** - Enter a code, U = Unclassified, C = Confidential, or S = Secret that reflects the highest classification of information being typed on this form.
  - 3. Declassification Instructions** - Enter up to 30 characters of declassification instructions for information on this form if desired.
  - 4. Date Out** - Enter a six character numeric date (day, month and year sequence) that case decision was made.
  - 5. Requesting Countries** - Enter at least one and up to 50 country codes identifying all of the countries requesting the disclosure. See DoD 5320.18M for codes. Use another DD Form 1822 if continuation is necessary - see instruction "H".
  - 6. Action** - Enter the code reflecting the release decision. A=Approved, B=Approved with Qualifications, C=Denied, D=Deferred or H=Withdrawn.
  - 7. Denial Reasons** - If a denial, enter up to two codes from DoD 5230.18M that reflect the reason.
  - 8. NDP Codes** - Enter at least one and up to five codes from DoD 5230.18M that reflect the NDP categories applicable to the case.
  - 9. Log Number** - At your option, enter up to a 10 character local log number.
  - 10. Significant** - Enter "Y" if Top Secret information is involved, case is exception to NDPC or if the case is precedent setting. If not, enter "N".
  - 11. Repetitive** - Enter "Y" if a recurring disclosure or an "N" if not.
  - 12. Agency** - Enter your character agency code from DoD 5230.18M.
  - 13. Office** - Enter your office symbol up to 25 characters.
  - 14. Decomp** - Enter "Y" if information is derived from a sensitive intelligence source or method.
  - 15. Flags** - Optional fields available for agency definition and use. See DoD 5230.18M for instructions.
  - 16. Local Use** - A 25 character optional field for agency definition and use. See DoD 5230.18M for instructions.
  - 17. Subject Countries** - Enter at least one and up to 50 country codes identifying all of the countries the information being disclosed is about. See DoD 5230.18M for codes. Use another DD Form 1822 if continuation is necessary - see instruction "H".
  - 18. Case Description** - Enter up to 5 lines of text describing the case.
  - 19. Cross Reference** - If appropriate, enter up to 20 relationships to another case or reference information. For example, case type = "FMS" and cross reference NR = actual FMS case number. See DoD 5230.18M for a complete explanation. Use another DD Form 1822 if continuation is necessary - see instruction "H".
    - a. Type** - Enter the type of case or information referenced.
    - b. Cross Reference NR** - Enter the identification of the related case or information.
  - 20. Keywords** - Enter at least one and up to 25 keywords from the approved list (see FORDTIS Report KOPQ - 01 and 02). Use another DD Form 1822 if continuation is necessary - see instruction "H".
  - 21. Remarks** - If further clarification is necessary, enter up to 30 lines of text to further explain the case or recommendation rationale. Use another DD Form 1822 if continuation is necessary - see instruction "H".
  - 22. Line Items** - For reporting up to 25 documents and items involved in a case. At least one item per case is mandatory. Use another DD Form 1822 if continuation is necessary - see instruction "H".
    - a. Item No.** - Enter a sequential number uniquely identifying the line item beginning with number one.
    - b. Types** - Enter at least one and up to three codes from DoD 5230.18M that identifies the type of document or item.
    - c. Clas** - Enter a code, U = Unclassified, C = Confidential, S = Secret or T = Top Secret that reflects the classification of the document or item.
    - d. Action** - Enter the code reflecting the release decision on this line item. Codes are the same as item number 6.
    - e. Denial Reasons** - If a denial, up to two codes from DoD 5230.18M that reflect the reason.
    - f. Document/Equipment No.** - If applicable, enter up to 30 characters that identifies the item.
    - g. Document/Equipment Name** - Enter up to two lines of text identifying the document title or equipment name.
    - h. Item Remarks** - If necessary, enter up to three lines of text that further explains the line item.
- H.** You may have a requirement to enter more data than space permits on a single DD Form 1822. Item numbers 4 (Requesting Countries), 15 (Subject Countries), 19 (Cross Reference), 20 (Keywords), 21 (Remarks), and 22 (Line Items) can be continued if necessary on additional DD Form 1822's. If more than one form is required, reflect the appropriate page number on the top right of the continuation form and complete only the continued fields. It is not necessary to repeat any other entries.